

OFFICIAL  
PERSONNEL BOARD MINUTES  
Monday, March 16, 2009

**CALL TO ORDER**

The meeting began at 5:35 p.m. in Conference Room 113 at City Hall.

**ROLL CALL**

Present: Dave Thomas, Ed Comerford, Ed Fuentes, and Jeanne Garcia

City Staff: Human Resources Director Tami Yuki and Community Services Director Randy Schwartz

Liaison Ken Ibarra

Absent: Anna Marie Jones

**APPROVAL OF MINUTES**

The minutes of February 9, 2009 were approved with the following changes: Personnel Board Member Fuentes said that Personnel Board Member Garcia and Jones had comments on how the City Manager reacted to Personnel Board Member Fuentes question.

Under **D. Board Members Comments** add the following comments:

"Personnel Board Member Garcia said that the City Manager could have worded the email differently. She said that the City Manager could have said that the announcement did not come from City of San Bruno. Personnel Board Member Jones concurred with the Board that the email from the City Manager could have been worded differently."

Since Liaison Ibarra was also copied on the two emails, Personnel Board Member Fuentes asked if there were any comments. Liaison Ibarra said that he contacted the City Manager and told her that he thought the Administration in Burlingame was probably quick to make some comments to the press. The City Manager told Liaison Ibarra that she interpreted the Personnel Board's email that our system failed.

Liaison Ibarra said that the City Manager always communicates with the Council. He also said that the City Manager does not announce appointments until she receives confirmation from the candidate.

Personnel Board Member Fuentes said that the Board spent a lot of time with both Directors positions talking about orientation. He said the Board wanted to make sure that when the Directors came on board, they felt comfortable on the first day with their new roles and responsibilities. He also said that the Personnel Board Members are here to support the Directors. Personnel Board Member Fuentes said that's the reason it caught himself and the Board Members by surprise that an announcement went out before San Bruno staff knew about the confirmation of Community Services Director.

Personnel Board Member Thomas asked if there was a press release for the Community Services Director. Liaison Ibarra said that there was not. Personnel Board Member Fuentes asked if there was a meet and greet for the new Community Services Director. Director Yuki said that two weeks prior to his first day Randy Schwartz met and greeted staff members of the Community Services Department.

## **PUBLIC COMMENT**

None

## **CONDUCT OF BUSINESS**

### **A. Current Recruitments**

Director Yuki stated HR received 142 applications for Circulation Services Manager. Eleven applicants will be interviewed on March 18<sup>th</sup>.

At the next meeting Human Resources will provide the Board with demographics for the Circulation Services Manager.

### **B. Review Job Descriptions for Recreation Services Division**

#### **1. Recreation Services Manager**

Community Services Director Randy Schwartz gave an overview of the Recreation Services Managers. Director Schwartz stated that the Recreation Services Manager is a class in 2 divisions. One is under Recreation Services and one under Senior Services; both have the same skill sets. Director Schwartz said that the job description does a nice job outlining the position in both recreation areas.

The Board suggested the following changes in the job description:

Under Education add "Bachelor's Degree and preferred Master's Degree".  
Under Physical Demands " Lift up 50 pounds"

#### **2. Recreation Services Supervisor**

Community Services Director Randy Schwartz said the difference between Recreation Services Supervisor and Recreation Services Manager is the Recreation Services Manager assists in setting policies and procedures, supervises full time and part time staff, oversees capital projects, coordinates facilities, works with Boards, Commissions, and School Districts, and is experienced in preparing the budget.

#### **3. Executive Assistant**

Personnel Board Member Fuentes asked what is the difference between Executive Assistant and Secretary. Director Yuki responded the Executive Assistant is a higher-level position and is the Assistant to the Department Head, whereas the Secretary is a lower level position used in different Departments. There are 3 Executive Assistants in the City, not counting the Executive Assistant to the City Manager.

Community Services Director Randy Schwartz said the requirements for Executive Assistant position may change from one department to another. He said in Recreation there is more financial accounting such as monthly reports, daily deposits etc.

Community Services Director Schwartz said that under "Physical Demands section", -lifting up to 25 pounds for Executive Assistant is more than sufficient.

### **C. Job Descriptions under the Personnel Board Jurisdiction**

Director Yuki stated there are several at will positions. City Manager, Executive Assistant to the City Manager, Legal Secretary, Human Resources Manager, Human Resources Director,

Administrative Services Director, Public Services Director, Community Services Director and any new Department Head. Director Yuki said even though these positions are not considered in Competitive Service System, the City has brought the job description to the Board.

#### **D. Board Members Comments**

Human Resources will send the quarterly status report to the Board indicating employees that resigned, retired, promoted, and new employees.

Personnel Board Member Fuentes said that the Personnel Board is open and willing to assist with the budget in any way possible. He said that the Board can serve in an advisory capacity. Personnel Board Member Fuentes said that through analysis the Board found that 30% of employees live in San Bruno and some employees may be laid off. He also said that some City services might be cut. Liaison Ibarra said that the Council's experience has not been to lay off employees and cut services that are noticeable to the public.

The Board will continue to send quarterly reports to Council.

Personnel Board Member Thomas said that the Board's goal is to look at all job descriptions. Liaison Ibarra stated that several years ago Steve Rogers revamped all the job descriptions. He said that this is the second time that the job descriptions are being looked at. Liaison Ibarra said that at that time the Personnel Board Members were more like proctors not policy and decision makers. He said the Board now is more of an advisory Board.

Personnel Board Member Thomas said the Board is being proactive at reviewing all the job descriptions. He said that in the past, when a department needed to recruit for a position and needed to upgrade a job description, the department would bring the changes to the Board. This would delay recruiting for two to three weeks. Personnel Board Member Thomas said that the Board is looking forward to the task of going through all the job descriptions.

#### **ADJOURNMENT**

The meeting adjourned at 6:35 p.m.

Respectfully submitted,

Marie Fir  
Secretary